

CareerBuilder.com Job Aid

Purpose: The state of Iowa, Board of Regents schools have collaborated to establish a contract with CareerBuilder.com. CareerBuilder.com is an external employment web site which lists many different types of jobs. They have the largest online job site in the U.S. and they are the global leader in human capital solutions.

Cost of Posting on CareerBuilder.com

Enjoy unlimited edits and 1 month (30 day) of exposure to more than 24 million candidates for your listed job for \$130.

Positions that should be posted

We do not envision that every job vacancy at ISU will be posted on CareerBuilder.com. We would expect it to be used when there has been past difficulty filling a vacancy or a job classification and/or the position is under-represented by women and/or minorities.

How to post on the CareerBuilder Posting Portal:

1. Enter the CareerBuilder-Iowa Board of Regents Posting Portal at www.careerbuilder.com/iowaregents
2. Choose Products from the tab at the top of the portal

CAREERBUILDER

University of Northern Iowa | IOWA STATE UNIVERSITY OF SCIENCE AND TECHNOLOGY | THE UNIVERSITY OF IOWA

Welcome | **Products** | \$0.00 Checkout

1 Month Job Listing - \$130.00
Enjoy unlimited edits and 1 month of exposure to more than 24 million candidates for your listed job. [+ Buy](#)

1 Month Resume Database Access - \$400.00
Proactively search for your ideal candidates and find your closest matches in an instant with CareerBuilder's Resume Database. Resume Database includes:
• The ability to search 45 million CareerBuilder resumes by location, job title, skills, past employer, and last update
• The ability to filter by location, years of experience, level of education, and employment status
• 3,000 resume views per month
• Flexibility to search resumes for any job title [+ Buy](#)

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3. Select your option, your P-Card will be required for purchase:
 - a. 1 month job listing - Enjoy unlimited edits and 1 month of exposure to more than 24 million candidates for your listed job.
 - b. 1 month resume database access – Reminder: applicants will still need to complete the online application in order to be considered for employment. Please contact UHR Talent Acquisition with best practices on how to use this feature.
4. Sign In or Register (If you are a returning user to the site, skip ahead to **Step 8**)

New Users: Start Here

* Your First Name:	* Your Last Name:
* Your Email Address:	* Your Work Phone:
* Your Company Name:	* Address:
* Company Country:	* Company Zip:
United States ▼	

* Required

Continue to Next Step

- a. Fill out *completely* as all future postings will reference this information
 - b. Fill out information exactly as it appears on your P-Card - **DO NOT use someone else's P-card when purchasing because the system will only recognize your name & info**
 - c. Invoices will be sent to the email given here
 - d. Invoices will appear with the billing & name given here
 - e. Select the Continue to Next Step button
5. After selecting the "+Buy" option to purchase a 1-Month Job Listing @ the \$130 rate
 - a. Select the Checkout button
6. Enter Payment Information:
 - a. Enter your departmental P-card information
 - i. Remember: the invoice goes to the email of the P-card account holder

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7. Create a password and hit submit purchase
8. Once purchase is complete, you will receive a confirmation page with order #. Choose 'Post a Job Now' in order to create your job posting
9. First page will bring you 3 drop down boxes, you do not have to choose any other options

Post a Job on CareerBuilder

Select a Product

* Required field

* Select a Product:
Priority Job Listing (1 remaining) ▼

* Select a Country for this Job:
United States ▼

Select a Template:
-- No Template -- ▼

Continue Cancel

10. Complete the Job Details section
 - a. Job Title – Use the Working Title from your posting
 - b. Company Name – Iowa State University
 - c. Branding Type – Choose 'None'
 - d. Job Categories – select as many categories as necessary
 - e. Industries – select the industry that best suits your needs
11. Detailed Job Location
 - a. Can enter exact campus/extension address or just Ames, IA
 - b. Relocation Expenses Covered – Select Not Specified

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12. Job Summary

- a. Copy and paste this directly from your job posting on www.iastatejobs.com
 - i. To ensure all applicants receive the same information, please do not change any of the language you are adding on the job posting
- b. Remember to include the approved EO/AA tagline: *“Iowa State University is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or protected Veteran status and will not be discriminated against.”*

13. Enter your Required AND Preferred qualifications

- a. This must include the classification required qualifications, any supplemental required qualifications, supplemental required certifications/licensures, and also preferred qualifications and/or preferred certifications/licensures

The screenshot shows a text editor window with a toolbar at the top. The text inside the editor is as follows:

Required Qualifications:
 Bachelor's degree and 5 years of related experience; OR a Master's degree and 3 years of related experience; OR a combination of education and related experience totaling 9 years.

Experience in implementing human resource policies and procedures especially in the area of employee/labor relations.

Preferred Qualifications:
 -Degree in Human Resources, Business Administration, or other related field.
 -Experience with grievance management and contract negotiations within an environment of higher education
 -PHR or SPHR certification
 -Experience with policy development
 -Experience delivering training programs to a diverse group
 -Advance Degree/Juris Doctor (J.D.) Degree

14. Enter Candidate Requirements

- a. Enter any desired skills (i.e. could be a KSA)
- b. Employee Type – chose the best option for your position
- c. Minimum/Maximum Experience – enter the best option for your position
- d. Degree Required - remember, if there is not a degree required for a position, you may not require it on the Careerbuilder.com site
- e. Travel Required – enter the best option for your position
- f. Manages Others – choose the best option for your position
 - i. Yes, I would like candidates to confirm that they meet these requirements before applying – not necessary to check mark this box since we will not use screeners/supplemental questions within CareerBuilder

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15. Compensation – best practice is to not enter anything here since this is not information we post on our www.iastatejobs.com postings

16. Posting Options

- a. Auto-Renew this Job Posting – not necessary. After 30 days of being posted on Careerbuilder.com, best practice is to analyze whether or not this was the best place to advertise your position
- b. Auto-Response Letters – applicants will not be applying via CareerBuilder.com so this option is not necessary
- c. Client Tracking Codes – leave blank

17. Online Application Options

- a. Choose a Screener for this Job – Do not use. Screeners are supplemental questions within CareerBuilder. Since applicants will be directed back to our site, they do not need to answer additional questions here
- b. I want to allow job seekers to apply via:
 - i. Careerbuilder – do not choose this option
 - ii. My Website – choose this option and enter the quick link found on your posting

Quick Link

<http://www.iastatejobs.com/postings/22721>

- c. Direct Contact – the name, phone number and fax number can be the departmental contact you have listed on your website for applicants to reach out to with questions

18. Review & Post – provides an overview of the job posting. The individual who created the account’s email address will show, however, that email address will not show to applicants. It is utilized for the invoicing of the position only

Post a Job on CareerBuilder

Review & Post

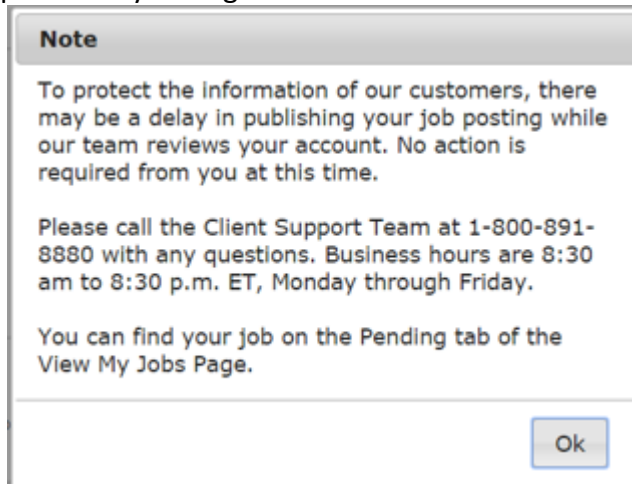
Product Type: Priority Job Listing
 Current Balance: 1
 Title: HR Consultant IV - Employee and Labor Relations
 Location: US-IA-Ames
 Contact: Andrea Lisle
 Contact: andrea.lisle@iastate.edu
 Post: Now Later
 Expiration Date: 11/19/2016

Terms

Clicking the "Post Job" button indicates that you have read and agree to the CareerBuilder Terms and Conditions and that this job meets the conditions outlined therein.

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19. A pop-up window will show up once you hit “post job”. This is normal and you can proceed by hitting ‘Ok’



20. Next will be an overview of your position. You may edit the posting at any time within the 30 days

HR Consultant IV - Employee and Labor Relations
 Iowa State University

Job Details:

HR Consultant IV - Employee and Labor Relations
 Iowa State University

[Apply Now >>](#) [Save it](#) | [Email It](#) | [Print it](#) [Report this job](#)

Job Snapshot

Location :	Ames, IA 50011 (Map it)
Employee Type :	Full-Time
Industry :	Education - Teaching - Administration
Manages Others :	No
Job Type :	Human Resources
Experience :	At least 5 year(s)
Post Date :	1/1/1970

Contact Information

Contact :	Andrea Little
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Description

University Human Resources (UHR) at Iowa State University is seeking to fill a position of Employee and Labor Relations (ER/LR) Human Resource Consultant IV. The position is responsible for providing consultation to campus partners in developing plans and strategies to enhance productivity in a supportive work environment; provide coordination and leadership for employee grievance procedures; coordinate performance management activities; and provide training for managers and other personnel. The duties of this position require close and proactive collaboration with the Office of Equal Opportunity, Office of the Senior Vice President and Provost, Dean of Students, Department of Public Safety, University Legal Counsel, other UHR staff, Board of Regents Staff, staff at the other Iowa Public Universities and Department of Administrative Services (DAS) Staff in addition to collaboration with AFSCME union representatives. Other responsibilities include providing advice, assistance and referrals to college and department personnel regarding ER/LR issues in administering the collective bargaining agreement, the Regents Merit System Rules, and ISUPersonnel Policies and procedures.

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Additional Information:

1. Managing Your Jobs
 - a. After posting your position or cancelling out of the posting page, you are redirected back to the My Jobs page
 - b. You can also get there by logging back into the CareerBuilder for Employers page (www.careerbuilder.com)
 - c. A dashboard presents all current jobs, or you can see expired ones
2. Editing Your Posted Jobs
 - a. Select any job's title on the My Jobs page
 - b. Choose the Edit link
 - c. Choose the Continue button at the bottom of the page after all edits have been made
3. Questions can be sent to our representative directly:

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